

## Emergency Furlough (“Shutdown”) FAQs – for employees

- Q.** If there is a government shutdown, will I receive written notification?
- A.** Ultimately, any employee furloughed will receive written notice, but it is possible that initial notice will be given orally.
- Q.** During a shutdown, why do some people keep working?
- A.** Certain employees are “excepted” from furlough by law because they are: 1) performing emergency work involving the safety of human life or the protection of property; 2) involved in the orderly suspension of operations; or 3) performing functions exempted from furlough. These categories are drawn very narrowly.
- Q.** If my supervisors decide I am “excepted,” will I get paid?
- A.** Any employee required to work has a valid claim for compensation from the Agency. However, the Agency cannot pay people for working until there is an appropriations act or continuing resolution authorizing the expenditure.
- Q.** What about work performed prior to the shutdown? Will I get paid for that?
- A.** One of the functions involved in the “orderly suspension of operations” is the processing of payroll. The Agency will ensure that compensation earned prior to the shutdown is received timely.
- Q.** I was scheduled to be on leave during the shutdown. May I still take leave?
- A.** No. During a shutdown, all leave is cancelled, and the Agency may not use appropriated funds to cover the cost of leave. Employees must be in one of two categories: “Excepted” or “Furloughed.”
- Q.** May an excepted employee take leave?
- A.** No. Employees must be in one of two categories: “Excepted” or “Furloughed.” Therefore, an excepted employee who is unable to report must be carried in a furloughed status until he or she reports for duty.
- Q.** Can an excepted employee refuse to report?
- A.** An excepted employee who fails to report for duty will be considered absent without leave (AWOL) and subject to disciplinary action.
- Q.** May I continue to perform my job without pay?
- A.** No. Generally, agencies may not accept voluntary services from individuals?

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## Emergency Furlough (“Shutdown”) FAQs – for employees (continued)

**Q.** Is a furlough a break in service?

**A.** No.

**Q.** If I’m furloughed is there a chance I might be recalled to duty as “excepted” before the shutdown is over?

**A.** Yes. You should ensure your supervisor has current, accurate contact information for you.

**Q.** What will happen to my health insurance?

**A.** Health insurance will continue even if the Agency does not make its share of premium payments in time. Employees will be given the option between paying their share of premiums out of their pockets during the shutdown. Alternatively, the Agency will pay the employee’s share and collect the indebtedness when the employee is back in a pay status.

**Q.** Will a furlough impact my “high 3” for retirement or my eligibility date for retirement?

**A.** No. Your “high 3” will not be affected by the time you are furloughed. However, a person’s status may change when the period of time in non-pay status exceeds six months.

**Q.** May I take another job while on furlough?

**A.** Yes. But remember, furloughed employees are still employees and are subject to the same ethical standards of conduct that bound them while they were in a paid status.

**Q.** Will I be eligible to file for unemployment compensation?

**A.** Maybe. It depends upon the length of the furlough and the requirements of the jurisdiction in which you are filing.